



Civilian Career Development Program

THE FTD SENIOR DEVELOPMENT AND CAREER BROADENING PROGRAMS

The FTD Senior Development Program and Career Broadening Program are an integral part of the Division's career development programs. They were established to implement the intent of Air Force and Air Force Systems Command regulations and plans related to civilian career development. The programs are designed to develop and enhance the skills and knowledge required for FTD's managerial and technical positions. This information brief describes the nature and scope of the Senior Development and Career Broadening Programs, hereinafter referred to as the SDP and CBP, respectively.

PROGRAM DESCRIPTION

The SDP and CBP are tailored to FTD's mission and manning needs, and are designed to enhance the qualifications and capabilities of the civilian work force.

The SDP members are at the GM/GS-14 through SES level. The CBP members are at the GS-12 through GM/GS-14 level. Individuals must be GS-12s for one year before they are eligible to apply for the CBP. Members for both programs are selected annually. People having completed the CBP are normally expected to apply their training for at least 2 years before being considered for the SDP.

The FTD Civilian Policy Board, through its SDP and CBP coordinators, is responsible for the following:

- a. Determine SDP and CBP content to include seminars, briefings, and other developmental activities.
- b. Assure that employees and supervisors are informed of program goals and procedures.
- c. Recommend participants to the FTD Commander.

PROGRAM OBJECTIVES

The programs have the following specific objectives:

- a. To improve the performance of participants in their present positions by providing opportunities to enhance their managerial capabilities.
- b. To accelerate the development of potential managers to meet anticipated future manpower needs of FTD, AFSC, and the Air Force.

The programs implement the AFSC Executive Development Program and policy to:

- Enhance the qualifications of incumbent executives and mid-level managers (GS-12 through GM-15) who demonstrate high potential for advancement.

- Within available resources, provide management training and development opportunities.
- Promote the use of proven management and behavioral science methods to improve managerial leadership, performance, and productivity.

APPLICATION/SELECTION PROCESS

SDP and CBP participants are selected on a competitive basis and in compliance with affirmative action goals. Employees nominate themselves by completing and forwarding a career objective statement and resume (Atch 1). Applications are submitted to the Training Program Office, MCT. Applications are reviewed by the Directors/SP and by the Career Field Coordinating Teams. Their assessments are used by the Civilian Policy Board in its recommendations to the Commander for membership in the program (Atch 2). A number of factors are considered in reviewing the applicant's nomination.

- a. Performance: Output; job effectiveness; innovative thinking; meeting deadlines.
- b. Demonstrated growth potential: Breadth and depth of responsibility assumed; leadership demonstrated.
- c. Attitude: Professionalism; enthusiasm; cooperation; volunteering for career broadening opportunities.
- d. Career Objectives: Clearly stated; achievable goals; awareness of personal capabilities and needs; self-development.
- e. Experience: FTD or related intelligence activities; analyst, staff, supervisory, and management positions; special assignments.
- f. Education and Training: Advanced degrees; PME; training courses; self-initiated activities; participation in career development programs.
- g. Recognition: AF, AFSC, and FTD awards; performance awards; letters of commendation.
- h. Promotion History

PROGRAM SIZE

Membership in the programs will be limited. The Career Broadening Program will be limited to 25-30 participants. The Senior Development Program will be composed of 5-10 individuals.

PROGRAM ACTIVITIES

The SDP and CBP are intensive 2-year programs of training and other developmental activities. The following are the types of activities:

- a. Seminars - Short courses specifically developed for members to improve their managerial skills.
- b. Briefings - Short briefings presented on topics of interest.
- c. Visitor Program - Meetings with distinguished visitors.
- d. Study Teams - Small groups to analyze and make recommendations on topics of interest to FTD management.
- e. Testing - Testing and individualized feedback, including counseling which focuses on career and personal planning, brain dominance testing, leadership styles testing, and learning style testing.
- f. Field Trips - Group visits to other intelligence organizations, product users, etc.
- g. Career Advisor Program (optional) - A senior civilian manager provides advice about career and training opportunities and decisions.

Specific information about these programs is listed in Atch 3.

PROGRAM COMPLETION

When a participant successfully completes the 2-year SDP and CBP, he/she will be awarded a Certificate of Completion by the Commander and have it recorded in their Official Personnel Folder.

SCHEDULE

Application Call	17 November
Application Deadline	1 December
Screening of Applicants	4 December
Selection of Applicants	16 December
Program Start	1 January

APPLICATIONS FOR CAREER BROADENING
AND SENIOR DEVELOPMENT PROGRAM

TO: Directorate
FTD/MCT
In Turn

_____ CAREER BROADENING PROGRAM

_____ SENIOR DEVELOPMENT PROGRAM

_____ WILL ACCEPT SELECTION FOR EITHER PROGRAM (GM/GS-14 ONLY)

_____ HAVE COMPLETED CAREER BROADENING PROGRAM

NAME

OFFICE SYMBOL

GRADE

SERIES

1. My career objectives are (including type of positions desired, e.g., managerial, technical, training desired, willingness to accept training and development opportunity both within and outside FTD, describe anticipated FTD/AF/DOD benefits as a result of applicant's participation in the SDP/CBP). (One page maximum).

2. Resume (One page maximum)

- a. Current Position (Title and one sentence description)
- b. Last two positions (Title and one sentence description)
- c. Special Assignments (Rotational, AD HOC Committees)
- d. Formal Education (Degree, school, year)
- e. Additional Training (Short courses, etc.)
- f. Recognition (Awards, Letters of Commendation, etc.)
- g. Outside Activities (Include offices held)
- h. Promotion History

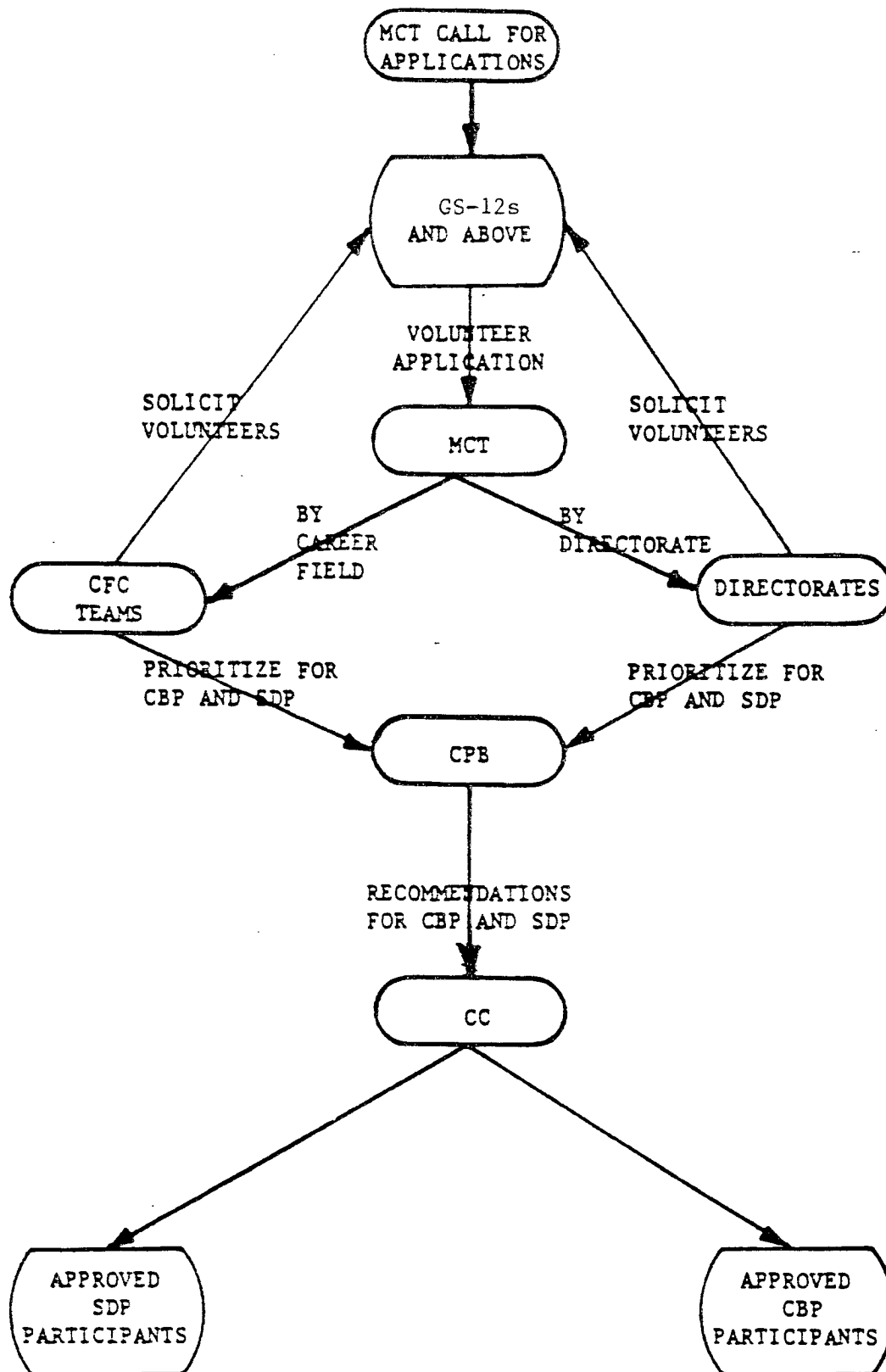
(Signature)

(Date)

(Nomination is not to exceed 2 pages - submit to MCT an original and 2 copies).

Atch 1

NOMINATION AND SELECTION PROCESS



TYPICAL OR PROGRAMMED ACTIVITIES

SEMINARS

Effective Communications	26-27 Feb 87
Leadership and Group Performance	10-12 Mar 87
Stress Management	24 Apr 87
Middle Management Development Program	8-12 Jun 87
Applied Innovation: Creative Problem Solving	Jun 87
How to Manage Assertively	17-21 Aug 87
Situational Leadership	Oct 87

TYPICAL BRIEFINGS

Intelligence Community Staff Assignment
Intelligence Community Structure
Threat Environment Description Overview
Strategic Defense Initiative and FTD's Role
Low Observable Technology
New Sensors
Corporate Planning Process
FTD Organization & Functions
Foreign Material Exploitation (FME) Program
Collection Management
Forecast II

TYPICAL VISITOR PROGRAM

Dr Jack Vorona, Deputy Director for S&T Intelligence, DIA
Col Robert Ledford, Air Force Member on GDIP Staff
Mr Keith Hall, Permanent Staff Member, Senate Select Committee on Intelligence
Maj General Lawrence Perroots, AF Chief, of Staff/Intelligence
Mr Robert Surrence, Staff Member, House Permanent Select Committee on Intelligence
Brig Gen C. Norman Wood, Deputy ACS/Intelligence Perspectives

TESTING

Personal Assessment and Counseling Program	Jan 87
Dr Charles Scheidler	
Brain Dominance Testing	5-6 Feb 87
Mr Dan Robinson	

(Atch 3)

FIELD TRIPS

Visit to Colorado Springs, CO
To interchange with:

Apr 87

SPACECOM
NORAD/ADCOM

Visit to Wright-Patterson AFB, OH
To interchange with:

Jul 87

Aeronautical Systems Division
AF Wright Aeronautical Laboratories

Visit to Washington DC
To interchange with:

Sep 87

AF Systems Command
NSA
State Department, Directorate of Intelligence and Research
State Department, Arms Control and Disarmament Agency
Intelligence Community Staff
CIA
DIA, General Defense Intelligence Program
Office of the Secretary of Defense, C3I
Office of the Secretary of Defense, Policy
AF/ACSI/Directorate of Intelligence Plans & Systems

FME Lab Tour

Nov 87

CAREER ADVISOR PROGRAM

This is a new program for CY 1987. All SDP/CBP members will have the option of choosing a career advisor from a list of senior FTD civilians (SESS and GM-15s). These advisors will have a one-on-one meeting with each member they are counseling at least quarterly. The advisors will provide advice about training needed for career progression, types of positions to apply for, rotational assignments, additional duties to volunteer for, how to get visibility, goal setting and developing a long-term plan to achieve your goals, and guidelines for a successful career in FTD.

(Atch 3)